Incomplete Contracts

&

I-Makeup Reports

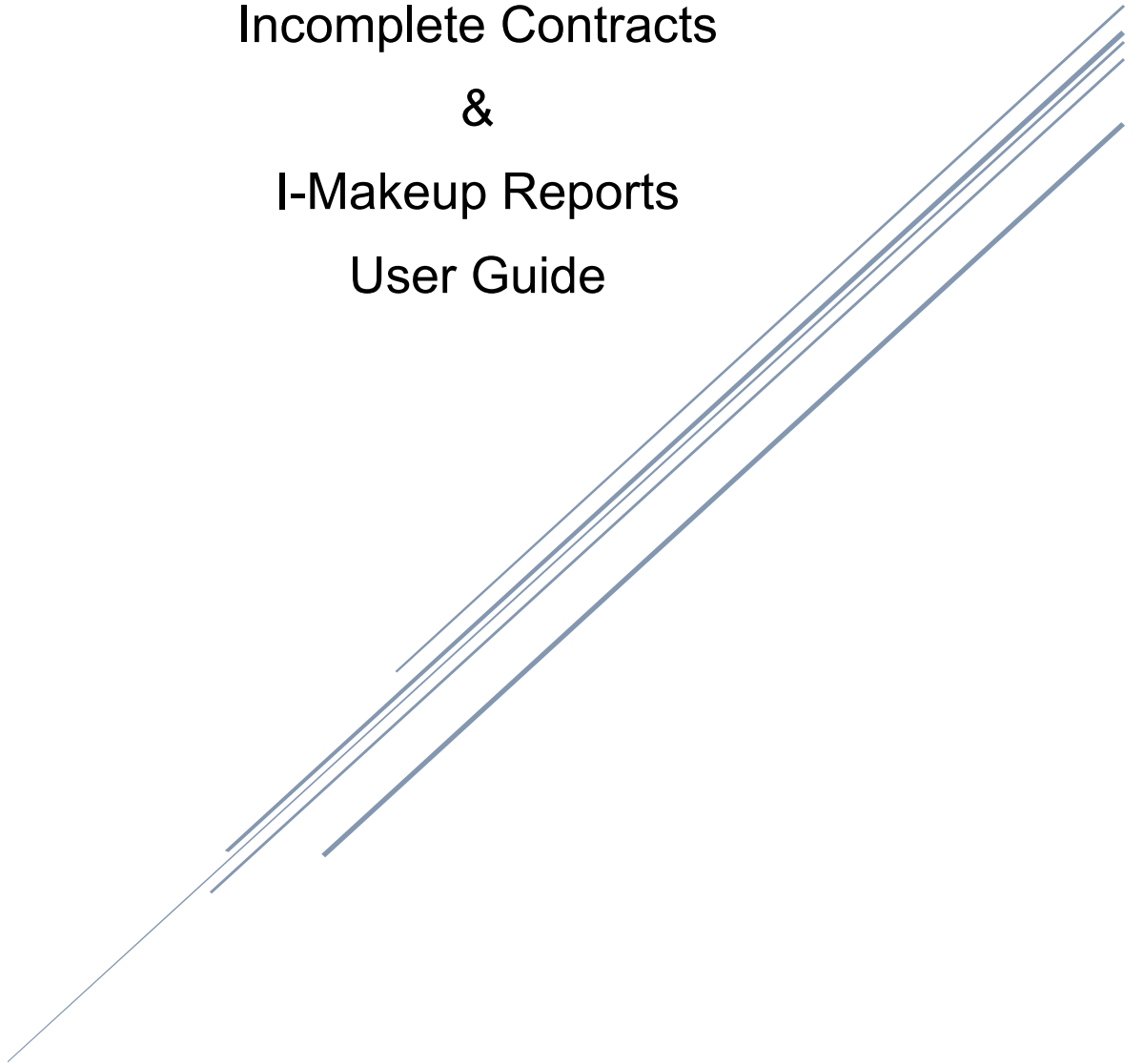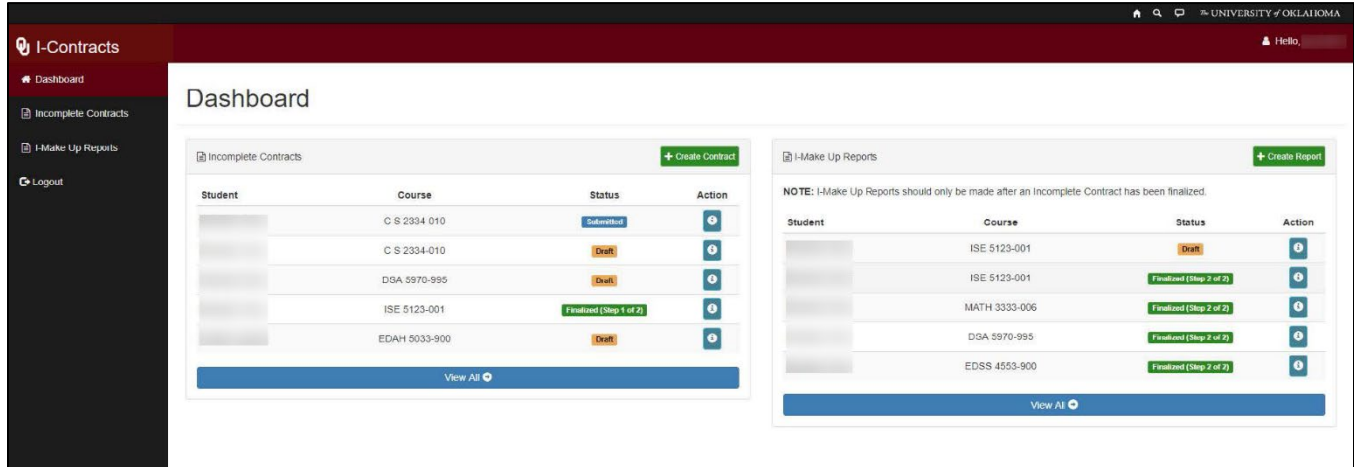# User Guide

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Overview

The Dashboard

The Dashboard is the landing page after you sign in to the web application and will give the instructor an overview of recent actions and statuses. Displayed on the page is a sidebar navigation menu with options to view the Incomplete Contracts and I-Makeup Report pages. The main page will have two panels, one each for Incomplete Contracts and I-Makeup Reports. Each panel will display the most recent contracts or reports, their status, and an action column to view or download a PDF copy. Included in each panel are buttons to create a new contract or report.

The I-Contracts Page

The I-Contracts page will display the contracts available to view. A Search box is available in the upper-right corner to assist with finding specific contracts.

The Updated column will display a date and time stamp from the last action taken by either the instructor or student. The Status column will display the current status of the contract. The Information icon in the Actions column will display the contract and will have an option to download a PDF copy.

The I-Make Up Reports Page

Like the I-Contracts page, the I-Makeup Reports page will display the reports available to view. A Search box is available in the upper-right corner to assist with finding specific reports.

The Updated column will display a date and time stamp from the last action taken by either the instructor or student. The Status column will display the current status of the report. The Information icon in the Actions column will display the report and will have an option to download a PDF copy.

I-Makeup Report						
⇕ Student	⇕ Instructor	⇕ Course ID	⇕ Course Name	⇕ Updated	Status	Actions
		LSTD 3953	Study-in-Depth Prospectus	01/10/2019, 2:49 am	Finalized (Step 2 of 2)	ⓘ
		LSTD 3003	Interdisciplinary Inquiry	01/9/2019, 3:59 pm	Finalized (Step 2 of 2)	ⓘ
		H R 5203	Graduate Research/Writing H R	01/5/2019, 6:10 pm	Finalized (Step 2 of 2)	ⓘ
		LSCJ 5063	Res Methods Criminal Justice	01/4/2019, 4:44 am	Finalized (Step 2 of 2)	ⓘ

(Search box shown: Student/Instructor/Course 🔍 + Advanced Search)

Search

The Search functionality located in the upper-right corner can be used to filter I-Contract or I-Makeup Report. Two search options, Basic and Advanced are available and are similar on both screens.

Basic Search

A basic search can be performed by entering a Student/Instructor's name or Course ID into the search box.

(Search box shown: Student/Instructor/Course 🔍 + Advanced Search)

Advanced Search

An advanced search will give more options to find I-Contracts or I-Makeup Reports. In addition to the fields available in the basic search, the advanced search includes options for Course Name and a drop-down menu for Status.

The Status drop-down menu will display different options based on which screen, I-Contracts or I-Makeup Reports, you are currently viewing.
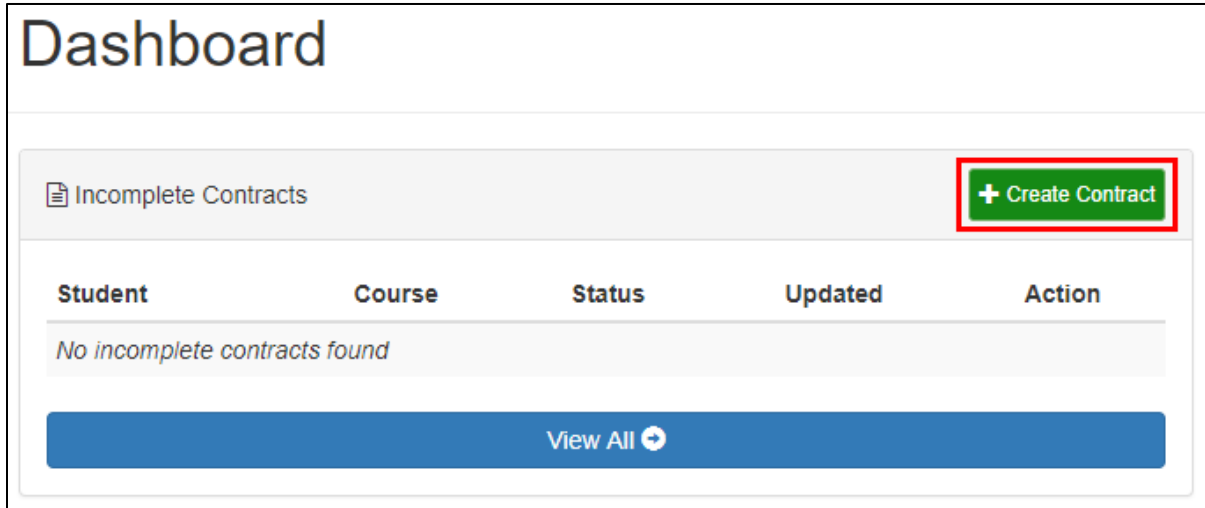
I-Contracts   **I-Makeup Reports**

Creating an Incomplete Contract

1. Open a web browser and navigate to https://icontracts.outreach.ou.edu

2. Sign In using your OU Net ID (4x4) and password.

3. From the Dashboard, in the Incomplete Contracts section, select the green **Create Contract** button.

Dashboard

📄 Incomplete Contracts				+ Create Contract
Student	**Course**	**Status**	**Updated**	**Action**
No incomplete contracts found				

View All ➲

4. Enter the student's Sooner ID in the window that appears.
   If the student ID is entered correctly, the student's name will be populated automatically in the Student Found results area. Verify that the student's ID and the name returned from the query match. If they match, click **Submit.**

Select Student ✕

When selecting a student, please double-check their name and course schedule before creating a contract.

*** Student ID:**

✔ Submit   **Student Found:**
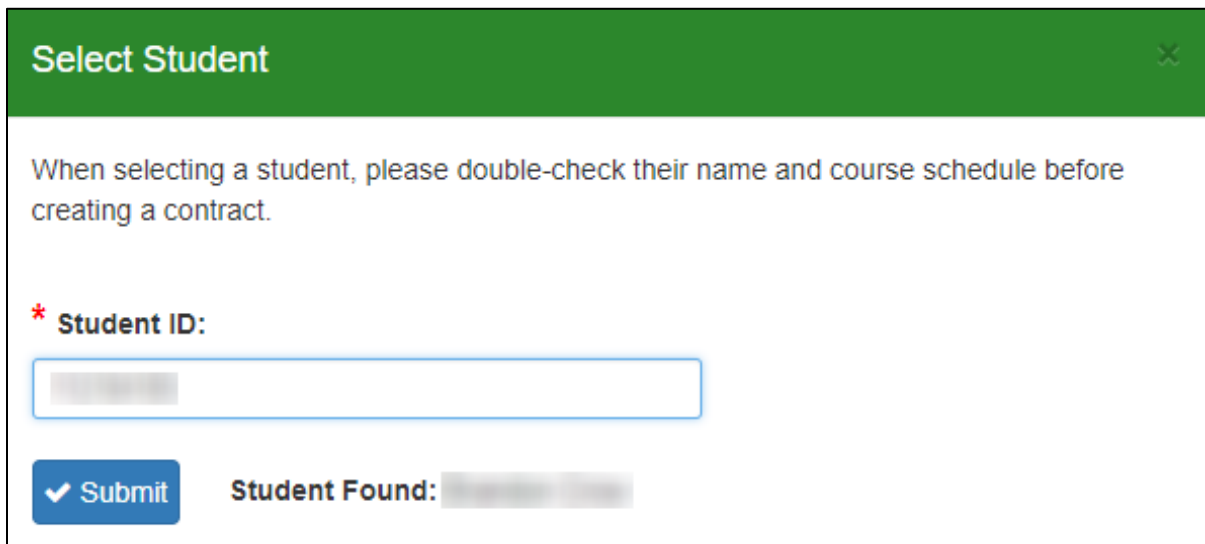
5. The Select Course screen will be displayed, along with a Contract Initiated message. By default, the most recent semester will be displayed along with the student's courses.
You may change the semester by selecting the appropriate semester from the drop-down menu. The courses for the selected semester will be displayed.
Locate the course requiring the Incomplete Contract and click the **blue checkbox** icon.

6. Complete the Incomplete Contract form on the next screen. The student's information, instructor, and the course will be automatically populated. Complete the remainder of the form and select **Sign and Submit**. Optionally, select **Save Draft** and return later to submit the form.

Finalize Incomplete Contract - [REDACTED]

Student's Name: [REDACTED]   ID#: [REDACTED]
Address: [REDACTED]
Email: [REDACTED]   Phone: [REDACTED]

Instructor: [REDACTED]
Course #: C S 2334   Section: 010   Semester/Term: Spring 2015

Percent of work completed to date [_____] (must be at least 70%)

NOTE: Input must be in whole numbers.

Date all work must be completed and turned in [_____] (not to exceed 1 year) (Course End: 05/08/2015)

Grade to be assigned if work is not turned in by this date [--------- ▾]

NOTE: The grade assigned if no additional work is turned in should reflect the student's course grade with no points awarded for assignments not completed, rather than the student's grade in the class at the time the Incomplete was awarded.

Student is currently passing this course ☐

NOTE: A student may not be failing a course at the time an 'I' is awarded.

Reason for Incomplete (Instructor may require the student to provide documentation)

[text box]

Student has been called to active duty ☐
NOTE: Only 50% of an active duty student's work must be completed.

Description of remaining assignment(s)

[text box]

Procedure for student to turn in work (e.g., to departmental office, as a D2L upload, etc.)

[text box]

Instructor's Comments

[text box]

[Save Draft] [Sign and Submit]

7. Once the Incomplete Contract has been signed and submitted by the instructor, the student will receive an e-mail notification that the contract is ready for their review and signature.
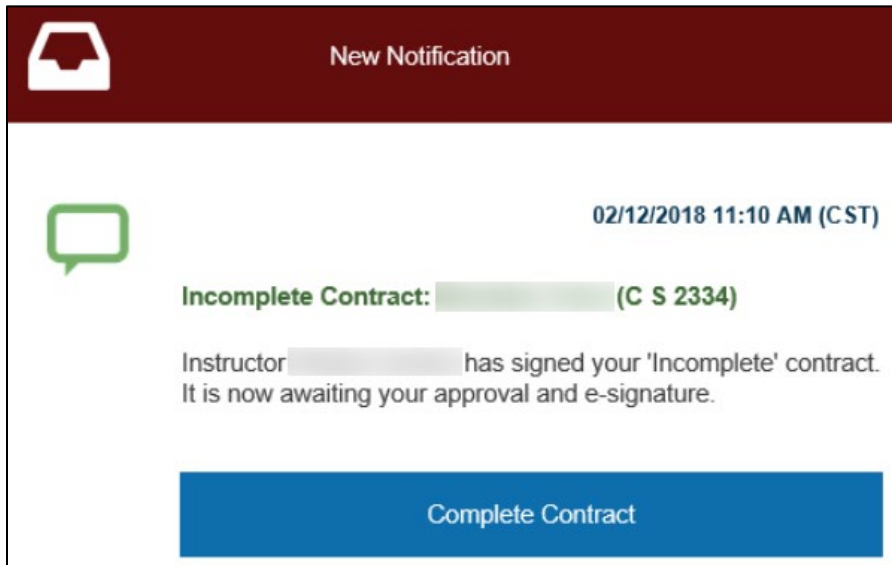
8. Once the student has signed the contract the instructor will receive an e-mail informing them of the new status. The Office of Records for the instructor's college will also be notified of the contract.
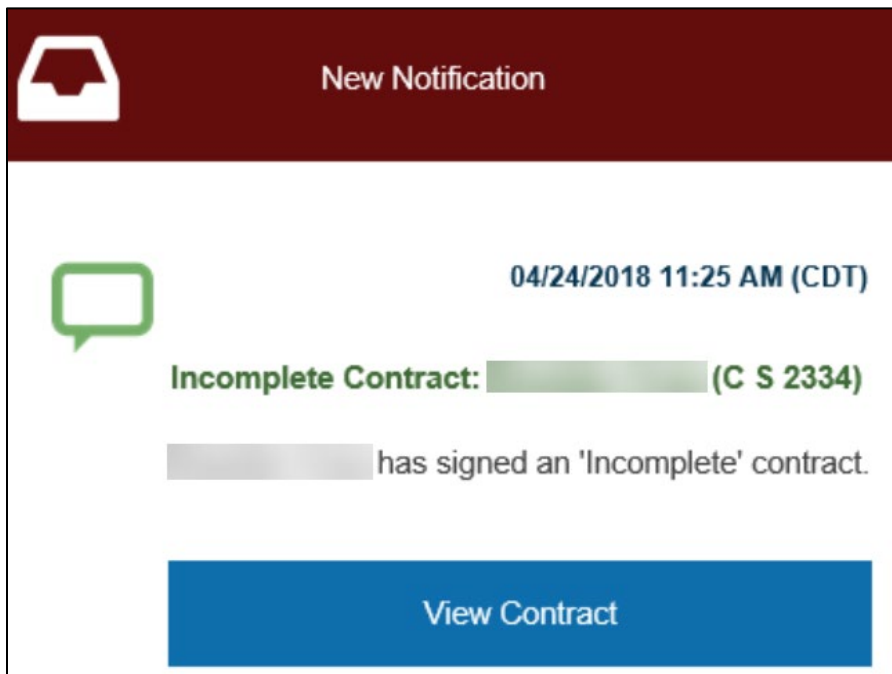
9. When it is time to assign the final grade, return to the I-Contracts portal to create an I-Make Up Report

Completing an I-Make Up Report

1. Open a web browser and navigate to https://icontracts.outreach.ou.edu

2. Sign In using your OU Net ID (4x4) and password.

3. From the Dashboard, in the I-Make Up Reports section, select the green **Create Report** button.

4. Enter the student's Sooner ID in the window that appears.
   If the student ID is entered correctly, the student's name will be populated automatically in the Student Found results area. Verify that the student's ID and the name returned from the query match. If they match, click **Submit.**

5. The Select Course screen will be displayed, along with an I-Make Up Report Initiated message. By default, the most recent semester will be displayed along with the student's courses. Change the semester by selecting the appropriate semester from the drop-down menu. The courses for the selected semester will be displayed.

   Locate the course requiring the Incomplete Contract and click the **blue checkbox** icon.

6. On the Finalize I-Make Up Report screen, enter the student's final grade and the date the work was completed. Click **Sign and Submit** to complete the process.

7. After signing and submitting, a final copy of the report will be displayed on the screen. A copy of the report can be downloaded as a PDF for the instructor's records. The student and the Office of Records for the instructor's college will receive a copy of the document.